

PERSONNEL RECORDS

All personnel records shall be kept and preserved by Human Resources. Records of active employees shall be housed in the administrative offices of the school district. All personnel records of inactive employees shall be retained electronically for a minimum of seven years.

Legal Ref.: Iowa Code §§ 20, 21, 22, 91B (2013).

Cross Ref.: 401.4 Employee Records

ADOPTED: 9/28/98
3/13/00
3/10/14

Reviewed: 2/16/00, 1/8/04, 2/5/09, 2/6/14, 11/5/20